

**PROCEDURES FOR OBTAINING DD FORM 1173 (UNIFORMED SERVICES
IDENTIFICATION AND PRIVILEGE CARD)**

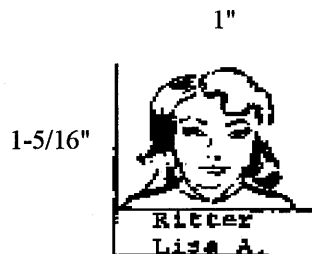
DATE

TO

FROM

1. The enclosed DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) should be taken to the nearest military facility/installation/post (Army, Navy, Air Force, or Marine Corps). The ID Card Office on the post will make the photograph(s) and issue your DD Form 1173(s). The military police will assist you in locating the ID Card Office when you arrive on the facility. If it is impractical for you to travel to the nearest military facility, arrangements can be made through that facility's ID Card Office to issue the card by mail. Mailing procedures will of course create some delay before receiving your cards. In the event you encounter difficulty determining the location of the nearest military facility or contacting the ID Card Office of the facility the US Army Recruiter/US Army Reserve/Army National Guard Unit in your community can be of assistance.

2. Mailing procedures to obtain your ID card(s) are of course at the discretion of the issuing activity/office. You must enter the current date in Item 111 and sign the enclosed application in Item 110 prior to mailing. For each person listed in Section II of the DD Form 1172, you must mail one photo (black and white, one inch by 1 and 5/16 inches). The photo must include all of the head with a title-board giving the last name, first name and middle initial as shown below:



Please note that commercially obtained photos with title-board as described above and at your own expense are only required IF it is necessary for you to mail your application.

3. Your DD Form 1173 identifies you as being eligible for certain privileges based upon your sponsor's military status (commissary, theaters, post exchange/PX facilities on any military installation). Issue of DD Form 1173 also constitutes your DEERS Enrollment (Defense Enrollment Eligibility Reporting System) for medical treatment purposes. If you reside within fifty miles of a military installation with medical treatment facilities, you must use that installation's medical facility for treatment. If you reside beyond a fifty mile radius of a military medical facility, you must contact the CHAMPUS advisor of the nearest military activity and obtain prior approval/authorization for treatment by civilian practitioners at government expense under the CHAMPUS program. The CHAMPUS advisor will provide you with full particulars on arranging in advance for such CHAMPUS treatment in your community as well as CHAMPUS claim procedures to settle any medical costs. It is emphasized that the CHAMPUS program does not normally cover dental treatment, and specific authorization must be obtained from the CHAMPUS advisor before any medical/dental treatment begins. The CHAMPUS advisor's office is normally located in the administrative area of the installation's hospital/medical treatment facility. You should try to visit the CHAMPUS advisor's office the same day you get your ID card to avoid having to make a second trip.

Encl
DD Form 1172 (Duplicate)